Still haven’t acquainted yourself with Microsoft Word’s ribbon? Don’t worry, it’s not just you. One of the things people miss most is the ruler which is also available under the ‘View’ tab. Here is a much simpler way to access it:

The quick access button is on the upper right, above the scroll bar. Click on it to make the ruler appear, or disappear.
Here is an enlargement of the button.

Et voilà! You have the rulers above and on the left side of your document.